

CODE COMPLIANCE OFFICER OFFICE OF THE MAYOR

SALARY RANGE: \$23.80 - \$31.90 per hour

CLOSING DATE: January 30, 2015

The City of Beaverton, recognized as one of the safest cities in the northwest, is seeking a Code Compliance Officer to help businesses and residents understand and comply with their responsibilities under Beaverton's municipal and development codes, reduce the impact of neighborhood nuisances by investigating complaints and facilitating compliance when code violations are identified.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide information and advice to internal and external customers about the Municipal Code and the Development Code;
- Facilitate code compliance when violations are identified by educating businesses and residents about their responsibilities under the code;
- Impound abandoned vehicles after due process;
- Prosecute civil infraction cases on behalf of the City, appear in court for code enforcement proceedings;
- Provide professional and credible testimony, call, examine, and cross examine witnesses;
- Manage nuisance abatement projects;
- Perform summary abatement of obstructions of the public right of way, identify and remove illegal signs from utility poles, median strips, and planter strips;
- Provide excellent internal and external customer service;
- Support and respect diversity in the workplace.

TO QUALIFY: Requires a Bachelor's degree in a related field and two years experience in municipal code administration, or interpretation/application of ordinances, statutes, or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the City's driving standards.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.